LRO Study Guide Block 4

I. Objective 1a: Describe the roles and responsibilities of base level vehicle management

A. Organizations and Chain of Command

1. HQ USAF/A4R: sets policy for life cycle management of AF vehicles and vehicular equipment; manages personnel, training, and manpower matters

2. Warner Robins/Air Logistics Center (ALC): provides assistance in wartime for needs that are beyond MAJCOM capability; manage depot level maintenance

3. Vehicle and Equipment Management Support Office (VEMSO): an adjunct staff to all MAJCOMs; perform Vehicle Validation Visists

4. Major Commands (MAJCOMs): develop supplemental guidance and plans for vehicle management to support contingency operations in their specific theater of operation

5. Wing Commander (WG/CC): responsible to MAJCOM for the management of vehicles and equipment; support AF vehicle abuse/accident prevention policies

6. Mission Support Group Commander (MSG/CC): acts as the installation’s vehicle authorization review authority; approves the installation Vehicle Priority Recall Listing (VPRL); and the Mission Essential Level (MEL)

7. Logistics Readiness Squadron Commander (LRS/CC): ensures vehicles and equipment are managed and maintained in a safe and serviceable condition; approves and disapproves requests that exceed a vehicle’s One-Time Repair Limit (OTRL) and request for disposition

8. Vehicle Management Flight (VM): responsible for the overall management, operation and maintenance of the wing’s vehicle fleet

a. Vehicle Fleet Manager/Superintendant:

i. Establish local vehicle management procedures for assigning and using government owned, leased, or rented motor vehicles

ii. Develop local Operating Instructions to supplement existing guidance

iii. Develop and submit an annual Vehicle Management Budget

iv. Provide Vehicle Control Officer/NCO orientation

b. Customer Service Center (CSC):

i. Acts as the interface between the vehicle user and VM flight

ii. Staffed with top-notch mechanics who can make repairs if they can be accomplished within two (2) hours using low cost repair parts—if repairs cannot be done by CSC, they will initiate an AF Form 1823, Vehicle and Equipment Work Order

c. Mobile Maintenance: repairs vehicles away from the VM flight; they go to the customer to work on vehicles

d. Vehicle Management and Analysis (VM&A): ensure the efficient and economical operation of the base vehicle fleet by scheduling maintenance production, and ensuring accurate data collection

e. Multi-purpose Maintenance: responsible for the safe and serviceable repair of the installation’s military and commercial design vehicles

i. Limited Technical Inspections (LTI): performed to evaluate the current condition of a vehicle or piece of equipment to ensure it is safe, serviceable, and operationally sound—documented on an AFTO Form 91

ii. Material Deficiency Report: used to report a material failure, equipment malfunction, design deficiency, or unsafe or otherwise unsatisfactory condition

f. Material Control: responsible for managing, providing oversight, and acquiring materiel to support vehicle maintenance parts, supplies, equipment and tool requirements

i. Decentralized purchasing methods:

1. Government Purchase Card: the easiest and least expensive method of procuring parts

2. Contractor-Operated Parts Store (COPARS)

3. Ordering Parts in SBSS

ii. Bench Stock and Working Stock

1. Bench stock: expendable items are available to support the entire fleet such as nuts and bolts

2. Working stock: bulk items used for seasonal maintenance such as winterization

II. Objective 1b: Describe Vehicle Maintenance policies and procedures

A. Vehicle Management Flight regulations

1. AFI 23-302 Vehicle Maintenance Management

2. T.O. 36-1-191 Technical and Managerial Reference for Motor Vehicle Maintenance

B. Vehicle Management provides the AF with safe and serviceable motor vehicles, watercraft, and railroad equipment to meet the war fighter’s requirements

1. Vehicular Maintenance: maintains the vehicles in accordance with the Air Force policy of **safe and serviceable** vehicles

2. Base level maintenance has two types of vehicle maintenance:

a. Organizational maintenance: accomplished by unit level vehicle operators

b. Intermediate maintenance: accomplished by the base Vehicle Management Flight—included major and minor repairs—two types of Intermediate maintenance performed by V.M. Flight

i. Schedule Maintenance: maintenance done at regular intervals based on calendar year, mileage, or hours of operation

ii. Mobile Maintenance: maintenance performed away from the V.M. Flight

3. Depot Level Maintenance:

a. Managed at the base level by VM&A

b. Performed at Warner Robins Air Logistics Center (WR/ALC)

c. **Only done on certain special purpose vehicles:**

i. Fire fighting equipment

ii. Refueling trucks

iii. Hydrant trucks

iv. Runway Vacuum Sweepers

v. Aircraft towing tractors

vi. 25K, 40K, and 60K aircraft loaders

4. Levels of Maintenance: two types

a. Routine: each vehicle entering the shop is considered routine, unless the unit meets or drops below its Mission Essential Level (MEL)

b. When unit meets or drops below its MEL, the vehicle is upgraded to RED status—moved to the top of the priority list

5. Metrics used to monitor vehicle management performance

a. Non-Mission Capable (NMC): the amount of time a vehicle is out of commission due to maintenance

b. Mission Capable (MC): the total time a vehicle is available to the customer

i. a typical MAJCOM goal for MC is 90%

6. Vehicle Add-Ons and Modifications

a. Add-On: special equipment or a commercial optional part added to a vehicle to meet a certain operational need

b. Modification: a change in the configuration or functional characteristics of a vehicle

C. Safety: the Base Ground Safety Office conducts an inspection of all vehicle maintenance facilities at least annually

D. Training: VFM/VMS shares overall training responsibility with the Unit Training Manager

1. A qualified 2T3 will be assigned as a V.M. Training Monitor which has the following duties:

a. Initial Upgrade training

b. On-the-Job-Training (OJT)

c. CDC administration

d. Core Task Certification

e. In-House training

f. Qualification training

g. Management training

h. Advanced training

i. National Institute for Automotive Service Excellence (ASE)

III. Objective 1c: Identify Fleet Management and Analysis responsibilities

A. Data Collection Systems:

1. On-Line Vehicle Information Management System (OLVIMS): web-based application that base vehicle management utilizes to capture, schedule, monitor, and review work order master files

2. Registered Equipment Management System (REMS): base-level management information system that allows tracking of AF registered vehicles and upward reporting

3. Air Force Equipment Management System (AFEMS): provides world-wide visibility of equipment and information technology assets

B. Workload Scheduling

1. Vehicles are scheduled four (4) weeks ahead of their annual inspection date

2. Units who do not comply with their schedule vehicle inspection date can be charged with vehicle abuse

3. Delayed Maintenance: work that can be put off without damage to the vehicle or compromise safety

C. One-Time Repair Limit (OTRL): maximum amount of money that can be expended at any one time for repairing a vehicle or item of equipment

1. WR/ALC establishes a one-time repair limit for vehicles with AF reg. numbers—this allowance is based on two separate factors

a. miles/kilometers/hours

b. age of the vehicle

2. LRS/CC approves or disapproves all requests to exceed the OTRL

IV. Objective 1d: Identify the Occupational Safety Health Administration (OSHA) Requirements in relation to vehicle maintenance

A. Air Force Occupational Safety and Health Standard (AFOSHSTD) 91-20 provides specific guidance for safety within Vehicle Maintenance shops

B. Environmental, Safety, and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) is one of the processes to help commanders assess the status of their environmental management systems and to identify and track solutions to environmental problems

1. MAJCOMS will conduct **internal** compliance inspections **annually** and **external** compliance inspections **every three years**

2. Compliance is important because the V.M. Flight is a user of HAZMAT and a larger generator of hazardous waste

V. Objective 1e: Restate the vehicle authorization process

A. VCO/VCNCO will fill out a letter requesting adjustments to their organization’s vehicle requirements

B. This request is sent to VM&A for analysis in OLVIMS and validation, AF Form 601 is completed

1. Attempts will be made to satisfy the request, if justified, through leasing or co-utilization of assets prior to adding additional authorizations

C. MSG/CC has final approval/disapproval authority

D. Vehicle Authorization List (VAL): established the basis for authorization on the CA/CRL and is the primary source document for all MAJCOM vehicle authorizations at a base